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As the terms of these instructions vary from year to year the Board desire Medical Officers of Health and Sanitary Inspectors to give particular attention to the details of this Circular.

Public Health.
Circular No. XIV. 1924.

BURGHS.

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SCOTTISH BOARD OF HEALTH,
121A PRINCES STREET,
EDINBURGH, 30*th December* 1924.

ANNUAL REPORTS BY SANITARY OFFICERS FOR 1924.

SIR,

The Scottish Board of Health desire to remind Medical Officers of Health and Sanitary Inspectors of their duty to report annually on the health and sanitary condition of the Burghs for which they act, and also to remind Medical Officers of Health of their duty under Section 132 of the Factory and Workshop Act, 1901, to report specifically in their Annual Reports on the Administration of the Factory Acts in workshops and workplaces. The instructions by the Secretary of State for the Home Department in connection with the reports required are contained in the Memorandum as to the duties of Local Authorities under that Act, copies of which were forwarded to Clerks to Local Authorities on 6th June, 1912.

In cases where the annual reports are printed, the Board suggest that arrangements should be made for a judicious local distribution of the reports as soon as they are available, and that steps should be taken through the local press, and otherwise, to bring their contents effectively to the knowledge of the people. One of the main purposes of the compilation of the reports is that, by giving them the widest possible publicity, they may engender a popular interest in the subject, and an enlightened public opinion to support the Local Authority in realising its high responsibilities for the health of its area, and in remedying, at the earliest opportunity, the various defects which the survey may bring to light. Such an increase of public knowledge and interest in these matters may also become an effective means of educating the citizens in the more important conditions of public health, of warning them against particular dangers, and of securing that important co-operation and confidence between them and the Health Authority and its staff, which is essential to successful health administration.

The Annual Report should be concerned chiefly with the conditions affecting health in the Burgh and with the means for improving those conditions. It should contain an account brought up to the end of the year under review of the sanitary circumstances of the Burgh and of any improvement or deterioration that may have occurred during the year. Care should be taken by Medical Officers of Health to report fully and explicitly on injurious influences in any degree affecting or threatening to affect the public health in the Burgh and on the action that has been taken or that may still be required to combat these influences. It is of special importance that Medical Officers of Health and Sanitary Inspectors should record what action has been taken to remedy unhealthy conditions that have been referred to by them in previous annual reports, and that attention should be called afresh year after year to such as remain unremedied.

Factory and Workshop Act.

A copy of a Table relating to proceedings under the Factory and Workshop Act, 1901, is enclosed. This Table (Form 573) has been in abeyance since 1920, but the Home Office propose to re-issue it for the current year in an abridged form. The Table is to be filled up by the Medical Officer of Health and forwarded to the Secretary of State *in advance of* the Report referred to in Section 132.

Annual Report by Medical Officer of Health.

The Board, in virtue of their powers under Section 15 of the Public Health (Scotland) Act, 1897, hereby call upon every Medical Officer of Health of a Burgh to prepare annually a Report for the year ending 31st December. The Report shall contain—

a. A general account of influences and conditions injurious or dangerous to the health of the Burgh, and of the measures that in his opinion should be adopted for its improvement.

b. A statement of the general enquiries he has made during the year, and of any special enquiries as to sanitary matters.

c. A general statement of any matters as to which he has given advice or granted certificates, including any action as to offensive trades.

d. A specific account of the administration of the Factory and Workshop Act, 1901, in workshops and workplaces, in terms of Section 132 of that Act, together with a tabular statement in the form issued by the Home Office. Special attention is directed to the Board's Circular of 14th November, 1921, regarding Sections 61, 97-100, 109, and 110 of the Act.

e. An account of any proceedings under the Housing (Scotland) Acts, 1890-1924, dealing specifically with (1) the sufficiency of working-class dwellings, (2) the habitability of existing dwellings and the action taken to deal with defective or uninhabitable dwellings, (3) any schemes under consideration or contemplated for the improvement of insanitary areas under Parts I. and II. of the Housing of the Working Classes Act, 1890, and (4) the action taken where instances of overcrowding have been ascertained or suspected.*

f. A statement showing whether any conditions have arisen, or are expected to arise, pointing to the expediency of a town-planning scheme for the proper control of further development.

g. An account of the presence or absence of pollution of rivers or streams in the district, the sources and nature of any such pollution, and any action taken to check it.

h. An account of any proceedings under the Burgh Police Act, including the substance of his half-yearly Reports on slaughter-houses (Section 280).

i. An account of the hospital accommodation available for persons suffering from infectious disease in general, and from smallpox in particular (including the means provided for the conveyance of such persons), and of the houses of reception, with observations on the furnishing, maintenance, administration, and adequacy of such accommodation, &c.

j. An account of the premises with necessary apparatus and attendance available for the destruction or disinfection of infected articles (including the means for the conveyance and return of such articles), also of other processes of disinfection in use, with observations on the adequacy of such arrangements and processes.

k. An account of the action taken to prevent the outbreak and spread of infectious disease.

l. A statement of any action taken (*a*) for the control of acute primary pneumonia, acute influenzal pneumonia, malaria, dysentery and trench fever, under the Public Health (Pneumonia, Malaria, Dysentery, &c.) Regulations (Scotland), 1919, and (*b*) with regard to "carriers" under the Public Health (Infectious Disease Carriers) Regulations (Scotland), 1921.

m. A statement of the facilities available for the treatment of persons suffering from venereal diseases, with recommendations as to any further measures that might usefully be taken for dealing with these diseases in the Local Authority's area.

n. A statement as to the causes, origin, and distribution of diseases within the Burgh, and the extent to which the same have depended on or have been influenced by conditions capable of removal or mitigation.

o. A statement of the measures adopted for the administrative control of tuberculosis, with recommendations as to any further measures that might usefully be put in force by the Local Authority. (In cases where this work is being undertaken by the County Council in terms of Section 41 (3) of the National Insurance Act, 1913, this information will be given by the County Medical Officer in his Report on the County.)

p. A statement of the arrangements made and work performed under the scheme of maternity service and child welfare, and of other relevant particulars in the form appended to this circular. Medical Officers of Health of Local Authorities that have no scheme of maternity service and child welfare or that are members of Combination Authorities for maternity service and child welfare in terms of the Notification of Births (Extension) Act, 1915, need not furnish the particulars in the appended statement *except* under headings 1-4 inclusive.

*N.B.—**Where the Medical Officer of Health has been designated by the Local Authority as the Officer who is to act under Article I. (3) of the Housing (Inspection of District) Regulations, 1910, the information required in the Form of Report issued with the Board's Circular of 15th December, 1924, shall be sent direct to the Board. The information contained therein should also be included in his Annual Report.**

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q. A report on the working of the Notification of Births Act, 1907. (This applies to areas where a scheme of maternity service and child welfare has not yet been carried into operation.)

r. An account of any action taken under the Dairies, Cowsheds, and Milkshops Orders, the Burgh Police (Scotland) Act, 1903 (Sections 83-92), the Milk and Dairies (Amendment) Act, 1922, the Milk (Special Designations) Order (Scotland), 1923, the Condensed Milk Regulations, 1923. and the Dried Milk Regulations, 1923. It should be noted (1) that the approval of the Board is required to the arrangements made by Local Authorities before any licences for the sale of graded milk are issued and (2) that, in terms of Article 7 of the Condensed Milk and Dried Milk Regulations, certain infringements are to be reported to the Board. The Annual Report should also contain a list of the names and addresses of those persons to whom *new* licences for the sale of graded milk have been granted during the year.

s. An account of the work done under Section 43 of the Public Health (Scotland) Act, 1897, for the inspection of meat and other articles of food; observations on unsound food, food inspection, and the sanitary condition of premises where foods are manufactured, prepared, stored, or exposed for sale, indicating any important respects in which existing powers have been found inadequate for dealing with insanitary conditions in such places. A separate Return dealing with inspections under the Public Health (Meat) Regulations (Scotland), 1924, is being called for.

t. A report on the work done by the Local Authority under the Sale of Food and Drugs Acts, with observations on any special questions which have received or require attention.†

u. An account of any proceedings under the Rag Flock Act, 1911.†

v. A tabular statement, in such form as the Scottish Board of Health may from time to time direct, (1) of the cases of infectious disease notified in the Burgh, and (2) of the infantile mortality in the Burgh. Where the Medical Officer of Health has information shewing the number of cases of infectious disease occurring in houses of different sizes he should record it in tabular form under this heading.

The Medical Officer of Health shall transmit a copy of the aforesaid Report to the Scottish Board of Health and to the Local Authority not later than the 30th April immediately following the year to which the Report refers.

The Medical Officer of Health is reminded that, as required by the Board's circular letter of 16*th July,* 1921 (*N.M. & C. III.* 1921), *report must be made to the Board, with the least possible delay, of every case of ophthalmia neonatorum in which, in his opinion, there occurs appreciable loss of vision.*

Where the Local Authority of a Port makes a claim on the Grant in respect of Port Sanitary Administration, the Medical Officer of Health is reminded that, under the Board's Regulations of 26th April, 1921, he is required to furnish a report on the Sanitary Administration of the Port. This report may be embodied in his Annual Report. Otherwise it should accompany the Local Authority's final claim on the Grant.

Where in any Burgh there is a chief Medical Officer of Health with assistants or subordinates, it will not be necessary for each assistant or subordinate Medical Officer of Health to furnish a Report to the Board. Each will report to the chief Medical Officer of Health, who will report on the whole Burgh.

Annual Report by Sanitary Inspector.

The Board also call upon every Sanitary Inspector of a Burgh to prepare annually a Report for the year ending 31st December. The Report shall contain—

a. A general account of the sanitary state of the Burgh as regards water-supply, drainage, scavenging, nuisances,* &c., together with any suggestions for its improvement. In populous and closely-built centres where closets on the conservancy system remain, the report should show the number converted to the water-carriage system during recent years, as well as the number of privies, earth-closets, and privy middens remaining at the end of the year.

***N.B.—Where the Sanitary Inspector has been designated by the Local Authority as the Officer who is to act under Article I. (3) of the Housing (Inspection of District) Regulations, 1910, the information required in the Form of Report issued with the Board's Circular of 15th December, 1924, shall be sent direct to the Board. The information contained therein should also be included in his Annual Report.**

† Information under these headings is required only in cases where the Medical Officer of Health or the Sanitary Inspector, as the case may be, has been appointed Sampling Officer under these Acts.

b. An account of his general inspections, and of any special inspections or enquiries, including the supervision of slaughter-houses and other offensive trades, and the sanitary condition of schools and of factories and workshops.

c. An account of the condition of the common lodging-houses.

d. An account of the condition of the dairies, cowsheds, and milkshops.

e. An account of the condition of the burial-grounds.

f. An account of his proceedings under the Burgh Police Act.

g. A report on the work done by the Local Authority under the Sale of Food and Drugs Acts, the Milk and Dairies (Amendment) Act, 1922, the Milk (Special Designations) Order (Scotland), 1923, the Condensed Milk Regulations, 1923, and the Dried Milk Regulations, 1923, with observations on any special questions which have received or require attention. It should be noted (1) that the approval of the Board is required to the arrangements made by Local Authorities before any licences for the sale of graded milk are issued, and (2) that, in terms of Article 7 of the Condensed Milk and Dried Milk Regulations certain infringements are to be reported to the Board. The Annual Report should also contain a list of the names and addresses of those persons to whom new licences for the sale of graded milk have been granted during the year.*

h. An account of any proceedings under the Rag Flock Act, 1911.*

i. A statement, in such form as the Scottish Board of Health may from time to time direct, of his proceedings during the year.

The Sanitary Inspector shall transmit a copy of the aforesaid Report to the Scottish Board of Health and to the Local Authority not later than 30th April immediately following the year to which the Report refers.

Where in any Burgh there is a chief Sanitary Inspector with assistants or subordinates it will not be necessary for each assistant or subordinate Sanitary Inspector to furnish a Report to the Board. Each will report to the chief Sanitary Inspector, who will report on the whole Burgh.

Date for Furnishing Reports.

The Board have fixed the **30th April as the latest date** for forwarding the Reports by the Medical Officer of Health and Sanitary Inspector. This date will render the statistics prepared and issued by the Register-General available for the Medical Officer of Health if he should desire to make use of them in his Report. In many cases however, it will be possible for the Medical Officer of Health and the Sanitary Inspector to complete their Reports at an earlier date, and the Board desire them to understand that the Reports should be forwarded as soon as they can be completed. When the Reports are printed it is not necessary to forward the original or a manuscript copy; a printed copy will suffice, provided that no undue delay is caused by the printing. It will be a convenience if, in the case of printed Reports, at least three copies are forwarded.

The requirements as to the date of transmission of the Report to the Board will apply to the copy for the Home Office. That copy should be addressed to the Secretary of State, Home Office, Whitehall, London, S.W.

A copy of this Circular has been forwarded to the Medical Officer of Health and the Sanitary Inspector for their information. I have also sent direct to the Medical Officer of Health four copies of the form of Tabular Statement of Proceedings under the Factory and Workshop Act in order that he may transmit one copy, duly filled up, to the Home Secretary as already directed. The second copy should be transmitted to this Board along with the Medical Officer's Annual Report. The third copy should be transmitted to the Local Authority, and the fourth copy should be retained by him for reference.

* Information under these headings is required only in cases where the Medical Officer of Health or the Sanitary Inspector, as the case may be, has been appointed to deal with the Acts or Orders.

I am,

SIR,

Your obedient Servant,

Secretary.

THE CLERK TO THE LOCAL AUTHORITY.

(3212) Wt 10112/2769 700 12/24 D W & S G 2A

APPENDIX to Board's Circular, dated 30th December, 1924, regarding the Annual Reports by Sanitary Officers.

This Appendix should be retained by Medical Officers of Health for future reference. It is not proposed to reissue the Appendix annually.

MATERNITY SERVICE AND CHILD WELFARE SCHEME.

Statistics to be furnished to Board annually in the Annual Report of the Medical Officer of Health.

(Statistics should, if possible, cover the activities of voluntary agencies under the Scheme).

1. **Infantile Mortality.**
   - (*a*) Number of deaths. (*b*) Rate per 1,000 births.
   - (*c*) Numbers of deaths and rates per 1,000 births classified according to age groups and causes of death (See Note).

   Note.—The following classifications should be adopted :—

   Age Groups—

   Under 1 week.
   1 week and under 4 weeks.
   4 weeks and under 3 months.
   3 months and under 6 months.
   6 months and under 12 months.

   Causes of Death—

   Chickenpox.
   Measles.
   Scarlet Fever.
   Whooping Cough.
   Diphtheria and Croup.
   Erysipelas.
   Tuberculous Diseases.
   Meningitis (not tuberculous).
   Hydrocephalus.
   Convulsions.
   Pneumonia (all forms).
   Bronchitis.
   Diarrhoea and Enteritis.
   Other Digestive Diseases.
   Congenital Malformations.
   Congenital Heart.
   Premature Birth.
   Atrophy, Debility and Marasmus.
   Atelectasis.
   Injury at Birth.
   Suffocation, overlaying.
   Syphilis.
   All other causes.

2. **Births.**—
   - (*a*) Number Registered (i.) Legitimate, (ii.) Illegitimate.
   - (*b*) Number notified.
   - (*c*) Number classified according to nature of attendance (doctor, midwife, &c.).
   - (*d*) Number of still births (Births of dead children).

3. **Maternal Mortality.**
   - (*a*) Number of deaths resulting from miscarriage or childbirth.
   - (*b*) Number of deaths resulting from puerperal sepsis.

4. **Report under Midwives (Scotland) Act, 1915.**

5. **Home Visitation.**
   - (1) *Infants*—
     - (*a*) Number of First Visits. (*b*) Number of Revisits.
     - (*c*) Number of Infants at age of 6 months (i.) Breast Fed.
       (ii.) Partially Breast Fed.
       (iii.) Artificially Fed.
     - (*d*) Number of Infants born (i.) prematurely, (ii.) at full time.
   - (2) *Children* (1-5 *years*)—
     - (*a*) Number of First Visits. (*b*) Number of Revisits.
   - (3) *Expectant Mothers*—
     - (*a*) Number of First Visits. (*b*) Number of Revisits.
     - (*c*) Number who consulted a doctor or ante-natal clinic.

6. **Voluntary Health Visitor's Report** (if any).

7. **Ante-natal Consultations.**

   (Number of weekly sessions and duration of each session should be stated).
   - (*a*) Total Number of Attendances. (*b*) Number of First Attendances.
   - (*c*) Classified summary of Conditions found.
   - (*d*) Number of cases (i.) referred to ante-natal ward.
     (ii.) referred to family doctor.
     (iii.) treated at clinic.

8. **Post-natal and other Consultations.**
Number of Attendances.

9. **Child Welfare Consultations.**
(Number of weekly sessions and duration of each session should be stated).
(*a*) Total number of Attendances (i.) under 1 year of age.
(ii.) over 1 year of age.
(*b*) Number of First Attendances (i.) under 1 year of age.
(ii.) over 1 year of age.
(*c*) Illnesses recorded. (Special information to be given in regard to prevalence of rickets).

10. **Special Treatment Centres.**
(1) *Teeth*—
(*a*) Number of Attendances (i.) Mothers, (ii.) Children.
(*b*) Classified summary of Conditions remedied (i.) Mothers, (ii.) Children.
(*c*) Number of dentures supplied.
(*d*) Nett cost of dentures *less* sums recovered.

(2) *Eyes*—
(*a*) Number of Attendances.
(*b*) Classified summary of Conditions remedied.

(3) *Other Ailments*—
(*a*) Number of Attendances.
(*b*) Classified summary of Conditions.

(4) *Provision of Insulin*—
(*a*) Number of cases supplied with insulin. (*b*) Nett cost.

11. **Day Nurseries, Kindergartens, and Play-Centres.**
(*a*) Number of Attendances (i.) under 1 year of age.
(ii.) over 1 year of age.
(*b*) Charges made. (*c*) Receipts.

12. **Food and Milk.**
(*a*) Number of applications for food or milk (i.) Mothers, (ii.) Children.
(*b*) Number of Cases certified on medical grounds as requiring food or milk (i.) Mothers, (ii.) Children.
(*c*) Number of Cases under (*b*) Certified as necessitous—(i.) Mothers.
(ii.) Children.
(*d*) Gross Cost. Sums recovered :—
(*e*) Information as to supply of milk substitutes.

13. **Measles.**
(*a*) Number of Cases notified. (If notification is in force. If partial notification is in force, this should be stated).
(*b*) Number of Deaths—(i.) from Measles, (ii.) from sequelae.
(*c*) Number of Cases removed to hospital.
(*d*) Number of special domiciliary visits.
(*e*) Details of special staff, if any, engaged for epidemics.

14. **Whooping Cough.**
Corresponding headings to those under 13.

15. **Ophthalmia Neonatorum.**
(*a*) Number of Cases notified (i.) by doctor.
(ii.) by midwife.
(iii.) by institution.
(*b*) Number of Cases in which infection is gonococcal (if known).
(*c*) Number treated in residential institutions.
(*d*) Number of cases in which there was appreciable loss of vision.

16. **Epidemic Diarrhoea.**
Note of any special measures taken.

17. **Maternity Hospitals or Homes.**

(1) *Ante-natal Cases—*

(*a*) Number of Cases treated. (*b*) Statement of conditions found.
(*c*) Statement of results of treatment.

(2) *Abortions.—*

(*a*) Number of Cases. (*b*) Results.

(3) *Abnormal or Complicated Confinements—*

(*a*) Number of Cases. (*b*) Statement of Conditions found. (*c*) Results.

(4) *Other Cases of Confinement—*

(*a*) Number of normal deliveries.
(*b*) Number of Cases delivered without medical attendance at delivery.
(*c*) Number of instrumental deliveries (exclusive of those appearing under (3)).
(*d*) Number of Cases of Morbidity (B.M.A. Standard).

Note.—The British Medical Association include within the term " Puerperal Morbidity " all conditions in which the temperature reaches a height of 100 degrees fahrenheit on two occasions from the end of the first to the end of the eighth day after delivery.

(*e*) Number of Cases under (*d*) in which delivery was instrumental.
(*f*) Number of Deaths (classified).

(5) *Receipts from Patients—*

(6) (*a*) *Number of Infants born* (i.) Live, (ii.) Still.
(*b*) *Number of Cases of twins* (i.) under (*a*) (i.) above.
(ii.) under (*a*) (ii.) above.

(7) *Number of Deaths of Infants under 8 days old.*

(8) *Number of Cases of Puerperal Sepsis removed from Institution.*

18. **Homes for Unmarried Mothers before and after Confinement.**

Number of Cases received.

19. **Hospitals for Sick Children.**

(*a*) Number of Admissions. (*d*) Average period of residence.
(*b*) Conditions treated. (*e*) Notes as to infectious disease (if any).
(*c*) Results of treatment.

20. **Convalescent Homes.**

(*a*) Number of Cases treated (i.) Mothers.
(ii.) Children under 1 year of age.
(iii.) Children over 1 year of age.
(*b*) Average duration of residence.
(*c*) Notes as to infectious disease (if any).

21. **Boarding-out.**

(*a*) Number of Cases (i.) under 1 year of age, (ii.) over 1 year of age.
(*b*) Remarks as to reasons for boarding-out under Local Authority.
(*c*) Sums recovered from cases not wholly necessitous.

22. **Home Helps.**

(*a*) Number employed. (*c*) Average period of assistance.
(*b*) Number of Cases taken. (*d*) Receipts.

23. **Educational.**

Note of Classes, Lectures, and Demonstrations.

24. **Note of Agencies, not referred to above, associated with Scheme.**

25. **Other Provisions** (*e.g.*, treatment of pneumonia and bronchitis; after-care of Cases of Poliomyelitis anterior acuta).

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